

**Application Instructions
Double Degree Programs
for Students of the
“Mannheim Master in Management”**

**Application Deadline 30 September 2023
for a Study Abroad Period in Fall 2024 and Spring 2025**

Content

How Can I Find Information?	2
Application Requirements.....	3
Nationality, Visa Issues and Admission at the Partner Universities	3
Costs and Financial Aid.....	4
Application Documents.....	4
Overview of Application Components (Checklist).....	5
Application Components: Details.....	5
1. Online Application Form (generated in the online application portal).....	5
2. CV.....	6
3. Letter of Motivation.....	6
4. Study Plan	6
5. Certificate of Completed Bachelor Degree Including Individual Grades.....	7
6. Proof of English Proficiency	7
7. Language Certificate for the Local Language (optional)	7
8. Additional Certificates / GMAT (optional)	8
9. Picture (optional)	8
10. Consolidated PDF file.....	8
Handing in the Application.....	8
Confirmation of Application Receipt.....	8
Check the Validity of your Passport/ID Card.....	8
Selection Process	9
Selection Criteria / Chances	9
In Case of Admission	9
In Case of Rejection.....	10

How Can I Find Information?

Information Provided by the Business School

Your **main contact** is the Double Degree Team at the Dean's Office of the Business School: doubledegree.business@uni-mannheim.de

Please read the study plans and mandatory courses of the [double degree programs on the Business School website](#) before you apply.

We recommend you attend the info session for double degree programs on September 4, 2023. The Business School will give more information on this event on its [homepage](#) for first-year students.

Study Regulations for Double Degree Programs within the MMM Program

Further information regarding the selection process as well as specific requirements and regulations of the double degree programs can be found in the [study regulations](#) published on the websites of Student Services. Please note that **current study plans are available on the website** of the Business School.

The International Office's webpages

In the [database of partner universities](#) you can find all available study abroad programs, links to the homepages of our partner universities, information on the application documents and also reports from former exchange students. If you have questions about a specific report, the International Office can ask the author of a report to get in touch with you. Just send an e-mail with the report's ID number to outgoings@uni-mannheim.de.

Contact to the partner institutions

Please do not contact our partner institutions until you have officially been nominated by the International Office. If you have any questions, please consult the websites of the institutions or contact the [Double Degree Team](#) in Mannheim!

Individual Advisory Sessions at the International Office

The International Office is happy to help you with your questions concerning the application and the organization of your study abroad experience. Here is a list of the available **study abroad advisors at the International Office**:

Denmark, Norway	Ann Mandel	ann.mandel@uni-mannheim.de
France, Italy	Kerstin Bach	kerstin.bach@uni-mannheim.de
USA, Canada, Taiwan	Lukas Dausend	lukas.dausend@uni-mannheim.de

Please contact us via e-mail or book an appointment for a **digital consultation meeting**: <https://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/virtual-consultation-study-abroad>

Note on Data Protection

If you would like to apply for an exchange program in a **country outside the scope of the General Data Protection Regulation of the European Union (GDPR)**, you will be asked in the workflow in the Mobility Online Portal (application portal), depending on the destination countries of your priorities, to consent to the transfer of your personal data to that partner university for the initiation, implementation and processing of your mobility and to be further processed there in accordance

with applicable laws and other regulations. Please find further information about the potential risks associated with the transfer of personal data [here](#). **Without this consent, further processing of your application to the respective partner university in the third country by the University of Mannheim is not possible.**

All countries outside the scope of the GDPR are affected. This scope currently includes all EU countries, EEA countries (Norway, Iceland) and all countries with an adequacy decision (currently: Argentina, Israel, Japan, New Zealand, Switzerland, United Kingdom).

If you do not wish to consent to the transfer of your data, you can alternatively apply exclusively to destinations at partner universities that are located in the above-mentioned countries within the scope of the GDPR.

Application Requirements

1. **Enrolment** in the MMM program at the University of Mannheim. Please note: Double Degree students cannot take an academic leave of absence (*Urlaubsemester*) before or during their study abroad period.
2. **You need to apply during your first semester of your master's studies** (you will study abroad in your third and fourth semester).
3. Proof of advanced knowledge of the preferred host university's **language of instruction**.
4. **Complete** online application submitted **on time**.
5. Very good to good academic standing.

Nationality, Visa Issues and Admission at the Partner Universities



What you need to know as an international student: Depending on your nationality, there might be **additional requirements** that you need to be aware of. You can find all relevant information on our website:

University of Mannheim → Academics → Going Abroad → Studying Abroad → [Special Requirements for International Students from Mannheim](#)

Visa: Whether you need a visa to study abroad or not depends on the country you are going to and your nationality. EU citizens can study in EU countries and in some other European countries without a visa. Students with a different nationality usually need a visa. Even if you stay within the EU, a visa for Germany does not automatically constitute a right of residence in other (EU member) states. Please research your specific visa requirements ahead of time, preferably before applying for a stay abroad. Please contact the embassies or consulates of the countries you are considering.

Double degree in your home country: Please note that some partner universities do not accept double degree students who are citizens of the respective host countries. If you would like to apply for a double degree program in a country of which you are a citizen, please consult the Double Degree Team at the Business School.

Information on tuition fees in Mannheim for non-EU citizens: The MMM program does not allow for academic leaves of absence, therefore you will have to pay tuition fees in Mannheim while you are staying abroad. You are, however, exempt from tuition fees at the host institution.

First degree obtained in the host country: If you hold a university degree from a university in the country where the host institution is located, please consult the Double Degree Team at the Business School.

Previous application to the host institution: As a rule, applications from students who were not admitted to the regular master's program at the host institution are usually rejected. In some cases, students who were offered a spot in a regular master's program at the host institution, but rejected the offer, may be rejected by the host institution for the double degree, too.

Costs and Financial Aid

IMPORTANT: Please research the [costs and financial aid opportunities](#) of your preferred exchange destination before you apply. Talk to an advisor from the International Office for more information! You should plan very carefully which exchange destinations are within your financial means and which are not, especially if you are on a tight budget.

If your application is successful, you will receive **tuition-free admission** to one of our [partner universities](#), i.e. you can take courses abroad for free. However, other administrative fees similar to the University of Mannheim's semester fee can occur. If we learn that a partner university charges an unusually high fee (over 200 Euro), we will communicate this through our [database of partner universities](#).

In addition, you will need to budget for housing, cost of living, and travel expenses. Please note that overseas destinations, in particular, can incur higher expenses for visa, insurance and other miscellaneous fees as well as higher flight costs.

You can find all [financial aid opportunities](#) on the website of the International Office (University of Mannheim → Academics → Going Abroad → Studying Abroad → [Financing](#)). Applicants who receive an Erasmus exchange spot (for Europe) are usually automatically eligible for Erasmus funding. All other scholarship programs (e.g. DAAD or the Baden-Württemberg Scholarship) require a separate application. Be sure not to miss their individual deadlines!

At our Erasmus partner universities, Mobility Funding supported by the EU is generally automatically included. This funding varies from country to country and the monthly rates may change every year. For more information, please check the [Erasmus website](#). Please also note that there is additional funding for green travel and for students in special circumstances. The International Office will inform you about this funding once you receive a study abroad spot.

If you already received Erasmus funding for a study or work experience abroad during your former degree, you can get again an Erasmus grant as long as it does not exceed the following maximum duration for both study or work placements: in each study cycle (Bachelor/Master) you can receive up to 12 months of funding.

Application Documents

- You need to **upload** the documents mentioned below on the online application portal "Mobility Online". The application portal will open one month before the deadline. Until then, you can already prepare the necessary documents (everything except for the actual application form). PLEASE PREPARE THE NECESSARY DIGITAL COPIES/SCANS IN ADVANCE, so you can upload them when the portal opens.
- Please upload all application documents as a **single copy**. The letter of motivation and your CV should be **in English**, other documents in German or English.

- It is possible to **apply for a maximum of two double degree programs**. In this case, please write one letter of motivation per program. (However, please only create one application profile in the Mobility-Online-Portal; you can add up to two priorities.)
- At the point of application, academic references / letters of recommendation (*Gutachten*) are generally not required. Therefore, please do not submit any academic references – they do not play a role in the selection process.

Overview of Application Components (Checklist)

Below please find a description of the individual application components. **Please start preparing these documents now, so you can upload them once the application portal opens, which will be one month before the deadline.**

N°	Application Component	Uploaded on Mobility Online?
	Please upload your application documents in a single copy on the Mobility Online-portal and then merge them in one consolidated PDF file in the following order.	
1	Online Application Form (generated in the application portal, printed and signed)	<input type="checkbox"/>
2	CV (in English)	<input type="checkbox"/>
3	Letter of Motivation (in English)	<input type="checkbox"/>
4	Study Plan	<input type="checkbox"/>
5	Bachelor Certificate	<input type="checkbox"/>
6	Proof of English Proficiency	<input type="checkbox"/>
7	Proof of Language Proficiency of Host Country (optional)	<input type="checkbox"/>
8	Additional Certificates / GMAT (optional)	<input type="checkbox"/>
9	Picture (optional)	<input type="checkbox"/>
10	I have uploaded all documents in one consolidated PDF file	<input type="checkbox"/>

Accepted formats for uploads include PDF (preferred), WORD und picture files (e.g. for your picture). Please note: for technical reasons, MMM students can only see the workflow for an application for their regular exchange semester (deadline 31 October 2023); i.e. there will NOT be a separate step for documents which are required in addition for double degree programs or which differ from the regular application for an exchange semester. Therefore, you will have to upload these documents as “additional certificate.” For a double degree application, you do not have to upload a list of priorities, but a Study Plan instead.

For a regular exchange semester in the MMM, you need to submit a separate application by 31 October 2023.

. Please consult the respective [application instructions](#).

Application Components: Details

1. Online Application Form (generated in the online application portal)

The International Office will open the application portal “Mobility Online” one month before the application deadline. Find it here: University of Mannheim → Academics → Going Abroad → Studying Abroad → Application → [Online application](#)

You can log in using your regular student username and password.

For a successful application you need to take the following steps:

1. First, you go to the website mentioned above and enter your personal data in the online application form as well as **up to two priorities** for the double degree program and the time period of your study abroad (fall 24/spring 25). When you made your selection, please hit “Send”. [If you want to change your selection afterwards, you can do so later in the application portal.]
2. You will then receive a confirmation via email which includes the link to access your personal profile in the application portal. Please keep this email because you will need to access your profile later to receive information about the result of your application.

In the portal, you will see a list of steps which you will have to take in order to apply. These steps are called “application workflow”.

Please follow the steps in the application workflow and upload the application components which you prepared in advance (you will find a detailed list of these components below – you can start your preparation of these documents NOW). Afterwards please do the following:

- Print out the automatically generated application form.
- Sign the application form and scan it (alternatively, just insert your signature digitally).
- Upload the signed application form.

A Word of Advice:

Do not wait until the last minute before you upload your documents! Ideally you should upload them a few days before the deadline in case you have technical difficulties or other questions. That way you are less likely to miss the deadline.

2. CV

Make sure to include all details about your relevant work experience, internships and extracurricular activities, and list your individual responsibilities as bullet points. Please detail the duration of your individual positions (at least by month).

3. Letter of Motivation

The letter of motivation must contain your **name** and **student ID number** as a header and may be no longer than **two pages**.

Please explain the personal and academic reasons for the double degree program

If you would like to apply for **two double degree programs**, please submit **one letter of motivation per program**.

It should be clear from your letter of motivation that you have made yourself familiar with the study options at the universities and respectively the academic institutions that you have selected. The selection committee reads and evaluates every single letter of motivation

4. Study Plan

Please compile a list of your intended courses in Mannheim and at the partner university per semester. You can find the study plans and available tracks on the [Double Degree Website](#).

In case you apply for two programs, please submit a study plan for each program.

Please upload the study plan at “List of Priorities” in the application portal.

5. Certificate of Completed Bachelor Degree Including Individual Grades

Please upload a copy of your completed Bachelor degree certificate or of your transcript if the Bachelor degree is not yet available. The certificate should include your overall grade as well as your individual course grades (if this is not the case, please also include a Bachelor’s transcript).

The selection committee reserves the right to ask for the original copies.

Please enter your bachelor grade in the respective field in the application portal.

6. Proof of English Proficiency

Please upload a scan of your language proof and keep the original at hand as you will probably need it later, e.g. once your documents need to be sent to the partner university.

Partner university	Required proof of English proficiency
CBS	https://www.cbs.dk/en/study/graduate/admission/entry-requirements/english-level-b-graduate-programmes
Bocconi ESSEC NCCU NHH Queen’s USC	<ul style="list-style-type: none">• certificate of a public institution of higher education, which adheres to the standards of the Common European Framework of References for Languages (e.g. Language Certificate of the University of Mannheim) with at least C1• other possibility: TOEFL (min. 100), IELTS (min. 7.0)
Alternatively for Bocconi & ESSEC	<ul style="list-style-type: none">• Completion of Bachelor’s program entirely taught in English

Important: The proof of language skills **must not be older than exactly two years** at the day of the application deadline (30 September 2023).

Note to programs that require a TOEFL or IELTS:

- If you take a new TOEFL test, please always use our **Institutional Code 7261**, so your test results can be verified by the International Office (please read the [information provided about the TOEFL](#) on the [Proof of Language Proficiency](#) webpage).
- For the IELTS, you can check your results online before the hardcopy is sent out, so you can also submit a screenshot of your results with your application.

TOEFL/IELTS results and other documents that you handed in with your general study application to the **admissions office** cannot be used for your study abroad application as they need to remain in your file for legal reasons.

If you are a native speaker, please contact the Double Degree Team.

7. Language Certificate for the Local Language (optional)

If you speak the respective local language of the country where the host institution is located, please prove this by submitting a certificate from a public educational institution that certifies your level of proficiency according to the CEFR (A1 -C2) (e.g. Language Certificate of the University of Mannheim).

8. Additional Certificates / GMAT (optional)

If you mention internships, work experience, or other similar topics in your CV, you should upload the corresponding certificates (if relevant). You can also provide your GMAT test taker copy if available.

9. Picture (optional)

You can upload a picture in the online application portal (picture file, e.g. JPEG). However, this is entirely voluntary. We will also accept applications without a photo.

10. Consolidated PDF file

Please upload a consolidated PDF file with all application components and make sure that the documents in the PDF appear in the order of the checklist above.

Handing in the Application

You have to upload all requested application documents as single copies and afterwards as one merged PDF file on the Mobility Online portal at the latest by the application deadline: **30 September 2023**.

It is not possible to submit any documents after the application deadline.

You alone are responsible for the completeness of your application. If your application is incomplete, it might be excluded from or receive a lower rank for the selection process. Please use the table above to check completeness. Due to the high number of applicants, we are not able to request missing documents.

Confirmation of Application Receipt

You will receive an email from the International Office confirming the receipt of your application documents a few days after the application deadline in which we confirm the complete and timely submission of your application.

Check the Validity of your Passport/ID Card

We do not require a copy of your passport or ID card for your application. However, please check whether your documents are still valid and apply for new documents if necessary:

For stays abroad outside Europe, you usually need a passport that is **still valid six months after your semester(s) abroad have ended** (information on the actual minimum validity can be obtained via the respective embassy). If you are selected for a Double Degree overseas, you will be asked to provide the ID number of your valid passport in the Mobility Online Portal by 15 February 2024.



It is your sole responsibility to make sure to get a valid passport and visa!

For **exchange stays within Europe (especially EU countries)**, your national ID card (e.g. *Personalausweis* for German citizens) is sufficient for most countries if you have EU citizenship. Please check if your national ID is valid for the period of your stay. If you have a citizenship other than German, please inquire with the relevant embassy what kind of travel documents you will need.

Selection Process

Based on the applications, a pre-selection of suitable candidates is conducted by a commission of school representatives. In a second step, these pre-selected candidates will be invited for an interview.

Due to the high number of applications that need to be processed and evaluated, we ask you not to contact us by phone or e-mail to enquire about the result of the selection process. You have to expect that this process will require a number of weeks. We will inform you about the results as soon as possible via e-mail to your university address.

Selection Criteria / Chances

The decision on admission is based on the following selection criteria:

- Personal and professional motivation and eligibility
- Good to very good academic performance
- Very good spoken and written English skills
- Additional language skills, especially in the local language of the host institution (if different from English)
- Distinct intercultural and social competencies
- Extracurricular activities and work experience

(For the program with **ESSEC** you need to proof work experience of at least 12 months at the time of graduation. Work experience can include, for example, internships, periods of work completed in the course of vocational training or in a dual study system.)

- Formal correctness of the application
- Personal impression (during interviews)

Further information regarding the selection process can be found in the [study regulations](#).

It is very difficult to predict the chances of success for your individual application since the number of applicants and the preference for certain partner universities differ significantly every year. Whether you are selected and for which program also depends on the other students that apply for the same programs.

In Case of Admission

Formal and binding acceptance:

If you are offered a spot in a double degree program, you will need to accept it on the application portal within four business days. The acceptance of this spot is binding. Unfortunately, every year there are applicants who initially accept a spot in a program and drop out later without going through the official cancellation process. As the selection process is finalized at this stage, the “vacant spot” cannot be given to another student. This is unfair to other applicants and will be penalized with the exclusion from all university-internal study abroad programs.

Important: If you are admitted to a double degree program, your application for a regular exchange semester will no longer be considered.

In Case of Rejection

The application period for the double degree programs is before the application period for the regular semester abroad (deadline 31 October). As the selection process for the double degree might not be completed at the end of October we recommend to apply for both options.

Best of luck for your application!